

DEPARTMENT OF RETIREMENT SYSTEMS

RFP #00-21

PRE-QUALIFIED VENDOR LIST

Released 4/4/00

1. **PROJECT STATEMENT:** The Department of Retirement Systems (DRS) contracts for “Purchased Services” from time to time and wishes to identify vendors who can be relied upon to provide competent, professional, timely and competitively priced services as they are needed.
2. **OBJECTIVES:** The objective of this contract is to produce a list of vendors who have been pre-qualified to provide various types and levels of Purchased Services at competitive rates. DRS will use this list as a primary source of contacts when soliciting proposals for services needed.
3. **PROPOSAL CONTENT:** Proposals must include a concise description and history of the company, including type of business, names, titles and addresses of principles, years in business, number of employees, number of subcontractors with whom the company has been affiliated for more than two years, working relationship with employees and subcontractors, gross receipts for the last two fiscal years, and a current financial statement, bank reference or statement of financial position from an independent auditor. Proposals must also include a list of clients for whom work has been done in the last 3 – 5 years, a description of that work, at least three client references and complete contact information for the person who will be representing the company in dealings with DRS.

Using the list of categories and skill levels identified in Exhibit A, vendors are to indicate each category and skill level for which they can supply qualified staff. There must be documentation identifying the degree to which the elements of each classification/skill level can be met by the current staff and subcontractors who are potentially available to DRS during the term of the Pre-Qualified Vendor List. This documentation may include, but need not be limited to, individual resumes.

Vendors must supply a “not to exceed” hourly rate for each category/skill level being proposed. This rate cannot be changed for the duration of the List as specified in Section 8, SCHEDULE of this document.

4. **PROPOSAL SUBMISSION:** An original PLUS three copies for each category being proposed must be delivered to the DRS RFP Coordinator at the address below. They

must be received by 4:30pm, local time, April 28, 2000. It is the proposer's responsibility to ensure physical delivery of the proposals at the time and place specified. Faxes and E-mails will not be accepted.

Mailing Address: Jim Gunn, DRS RFP Coordinator
P.O. Box 48380
Olympia, WA. 98504-8380

Street Address: 8335 Capitol Blvd.
Tumwater, WA. 98501

Fax Number: (360) 753-5397

Phone Number: (360) 664-7264

E-mail: jimg@drs.wa.gov

5. **PROPOSAL EVALUATION:** Evaluation of proposals will begin May 1, 2000. An initial review will determine the proposals that are complete and considered responsive to the details of the RFP. Review committees will then evaluate all responsive proposals within each category. As part of that evaluation, DRS reserves the right to seek clarification of proposal content in order to fairly evaluate all proposals on common grounds. Based on the results of the evaluations, DRS will perform reference checks for those vendors deemed viable by the review committees. DRS also reserves the right to contact references other than those supplied by the vendor and use that information in evaluating the vendor.
6. **ESTABLISHING THE LIST:** Following the evaluation process a "Pre-Qualified Vendor List" will be created containing the names and contact information for up to fifteen (15) of the highest scoring vendors in each category/skill level classification.
7. **USE OF THE LIST:** The Pre-Qualified Vendor List streamlines that initial part of the contracting process having to do with identifying vendors who will be invited to participate in a solicitation. The other usual and customary evaluation, selection and contract negotiation processes will take place in accordance with policies regulated by the Department of Information Services and/or the Office of Financial Management.

Whenever DRS has a need to contract for services covered by this Pre-Qualified Vendor List, vendors from the list will be contacted and given the opportunity to respond. DRS may select any vendor and any number of vendors from the list to contact. In addition, DRS reserves the right to use other contracting processes to contact vendors not on this list if it appears to be in the best interests of DRS to do so.
8. **SCHEDULE:** This list will be effective from the date of establishment through June 30, 2001. It may be extended beyond that date. If extended, vendors will be asked if they

wish to continue being listed and will be allowed to adjust their hourly rate.

It is anticipated that the list will take effect no later than July 1, 2000.

9. **COMMUNICATION:** In lieu of a Pre-Bid Conference, vendors may submit questions to the RFP Coordinator. Vendor questions and DRS answers will be posted on the DRS website as they occur.

EXHIBIT A

Each category must be divided into JOURNEY, SENIOR & EXPERT experience levels where:

Journey: Sound, functional knowledge, skills and abilities
Able to work with a minimum of supervision
Tasks to be well defined

Senior: Superior knowledge, skills and abilities
Able to work with little or no supervision
Able to direct the work of journey level staff
Tasks need moderate level of definition; able to flesh out the details

Expert: Profound knowledge, skills and abilities
Able to work independently
Able to define, direct and evaluate the work of others
Independent self-starter able to define tasks for themselves given basic direction

MAINFRAME APPLICATIONS

- IBM mainframe experience including popular software tools and technologies
- DIS operating environment (hardware, software, policies, procedures)
- MVS/ESA JCL, TSO/ISPF, system utilities, ANSI COBOL, ADABAS/Natural, Endeavor, RACF, N20, CA7, EOS

LAN/WEB APPLICATION DEVELOPMENT

- Experience/proficiency developing, monitoring, troubleshooting in MS Windows '95/'98/NT/2000 workstation and server environments
- Client server and/or Internet/Intranet application development proficiency
- Experience with Visual Basic, Java, Visual Interdev, C, C++, SQL Server, Oracle, Transaction Server, ASP technology, IIS, Internet Explorer, Netscape browsers and other user agents, HTML, VB Script, Java Script, Access, Unix, ActiveX, Dreamweaver
- Other technologies and development tools

PC/LAN/WEB SERVER ENVIRONMENTS

- NT security, TCP/IP
- Performance monitoring concepts, tools & techniques
- Network planning and topology, Windows NT, Windows 2000,
- Capacity planning, Disaster Recovery

- IT Acquisition management
- Microsoft (MS) certification
- MS Outlook / Exchange administration

TESTING

- Testing of code, functionality, Web interactions/links, telephony, GUI interfaces
- Theory, practices, procedures, tools for Functional, Regression, Integration, Acceptance, Stress & Performance testing
- Mainframe systems, batch and online, database and flatfile based
- Network/Web based applications
- Standalone PC applications

TECHNICAL WRITING

- Experience gathering technical information from meetings, interviews, research, other sources
- Experience writing and editing technical documents, manuals, procedures
- Proficiency with automated tools including Word, PowerPoint, Excel, PageMaker, Dreamweaver, Adobe Acrobat Reader, File Transfer Protocol (FTP) software
- Experience with printers, performing press checks, checking proofs
- Professional spelling, grammar and punctuation skills

IMAGING SYSTEMS

- Experience/proficiency with Imaging systems in general
- Specific experience with the Lucent (previously Mosaix) VIEWSTAR product
- Experience with integration of e-mail, fax and telephony with Imaging systems